

SECTION: CERTIFICATION

SUBJECT: Disqualification

ITEM: *Report of Dual Participation/Participant Abuse*



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| Policy | <p>A local agency shall provide a written report of dual participation or participant abuse to the Program Integrity Unit in the WIC Branch regarding each incident of participant abuse or dual participation that involves improperly issued benefits. The local agency must do this <u>within two working days</u> in cases of Dual Participation, and <u>within 10 days</u> of detecting all other instances of suspected or actual program violation.</p> |
| Authority for policy | <p>7 CFR 246.7 (l)(1)(i) 7 CFR 246.12 (u) 7 CFR 246.23 (c) 22CCR 40679, 40683 (a)</p> |
| Purpose of the DHS 4476 | <p>This form serves to enable local agencies to report suspected or actual program violations to the WIC Branch. The WIC Branch is required to establish procedures designed to control participant violations, establish sanctions, prevent dual participation, and take follow up action. Also, the WIC Branch must document the disposition of all participant claims. This form enables the WIC Branch to receive information needed to meet these requirements.</p> |
| DHS 4476 completion procedure | <p>Local agency staff shall:</p> <ul style="list-style-type: none">• Identify all relevant participant names and ISIS ID numbers;• Identify any corrective action(s) taken by the local agency, dates, and the date and name of the person in the WIC Branch who approved the action;• Provide a detailed explanation of the program abuse (who, what, when, where); and• Provide the name of the local agency and staff person completing the report. |

**Filing and
Retention**

A copy of each incident reported to the WIC Branch on Form DHS 4476 should be kept on file in the local agency in order to recall the facts of the case and actions taken, in the event staff must later testify in court or a fair hearing. WIC program records must be retained for three years, or until all issues (related to any litigation, claim, negotiation, audit, or other action) are resolved, whichever is later.

Availability

Because the annual usage of Form 4476 will not be of sufficient quantity to stock in the warehouse in a cost effective manner, Form DHS 4476 is available for local agencies in two alternative locations. First, a camera ready copy of the form is available in the WIC Program Manual as Appendix 980-015. Second, the form is available on the internet by accessing the Department of Health Services website at the following URL: www.DHS.CA.gov. Click on "Forms." Click on "Forms Index." Click on "Women, Infants, and Children." Click on "DHS 4476." The form may be saved to your local personal computer and completed later.
